

Civil Service Rules and Regulations

Amendment Establishing A Civil Service System Rules As Amended To April 18, 1995

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CHAPTER I OBJECTIVES AND SCOPE

Section 1. Authority

The Amendment To The Charter of The City of Waterbury Establishing A Civil Service System, which became effective November 2, 1962 and as amended by the Referendum passed on November 8, 1966, provides in Section 5 that the Civil Service Commission shall adopt Rules and Regulations. Said Rules and Regulations shall, upon approval by Civil Service Commission, be in effect unless disapproved by the Board of Aldermen with at least ten Aldermen voting for such disapproval within sixty days from the date received by the Board of Aldermen.

Section 2 . Purposes

The Personnel Regulations are adopted to provide for the recruitment and development of the best available employee for each position in the classified service of the City of Waterbury at all times. They provide for establishing orderly procedures for administering the Civil Service System in such a way to insure:

- (a) That employment in the classified service of the City of Waterbury shall be made attractive as a career.
- (b) That all appointments and promotions to positions in the classified service shall be on the sole basis of merit and fitness, which, as far as practicable, shall be ascertained by means of competitive examinations.
- (c) That a performance rating system shall be provided whereby economy and effectiveness in personal services may be promoted to the mutual benefit of the employees, City officials, taxpayers and all the people of the City of Waterbury.
- (d) That each classified service employee shall be encouraged to render his best service to the City.

Section 3. Positions Covered

These regulations shall apply to all positions in the classified service unless specified otherwise.

Section 4. Appointing Authority

Throughout these regulations, the term "appointing authority" is used. This term designates the Board, Commission and/or elected official who will accept and formally induct in a classified position or positions in a department or division of the government of the City of Waterbury, the individual or individuals certified to that Board, Commission and/or elected official by the Director of Personnel.

Section 5. Interpretation

The regulations are intended to cover most personnel problems and actions for which the Civil Service Commission is responsible. Those not specifically covered shall be handled by the Director of Personnel and Commission in keeping with the intent of the Charter Amendment and the objectives of these regulations.

Section 6. Appeals

An employee, applicant, or other person may appeal in writing any action of the Director of Personnel to the Civil Service Commission, whose decision, after providing a reasonable opportunity for all interested parties to be heard, shall be final unless otherwise specified in these regulations or the Charter Amendment.

Section 7. Powers and Duties of Commission and Director of Personnel

The Charter Amendment defines, in detail, the general powers and duties of the Civil Service Commission and the Director of Personnel, therefore they are not repeated in the regulations.

CHAPTER II JURISDICTIONAL CLASSIFICATION

Section 1. Definition

Jurisdictional classification consists of broad groupings of positions and classes of positions according to the manner by which employees and officials are selected and appointed.

Section 2. Unclassified Service

The Charter Amendment provides:

- (a) All elective officials and persons appointed to fill vacancies in elective offices;
- (b) Members of all elected or appointed boards and commissions;

- (c) The Corporation Counsel;
- (d) Each Executive Secretary to the Mayor;
- (e) All other members of the Staff employed at any time in the Mayor's Office;
- (f) Teacher Positions

Section 3. Classified Service

The Charter Amendment provides:

- (a) Any promotion from a teaching position to an Administrative position shall be under the provisions of the Charter Amendment. For the purposes of this Charter Amendment, Administrative positions shall include Superintendent of Schools, Assistant Superintendent of Schools, Director of Special Services, Assistant to the Superintendent, Supervisors, Principals, Vice-Principals, Teaching Principals and Teaching Vice-Principals. The positions listed herein are examples of intent and shall not be considered as all-inclusive. Any other position in the Educational System which requires more than fifty percent of the incumbent's time to be devoted to administrative duties shall be included in the classified service. If a question arises relative to the amount of the time devoted in an administrative position, the question shall be referred to a committee of three for a decision. The Board of Education and the Civil Service Commission shall each designate one of their members to serve on such committee and these two persons together with the Mayor shall comprise said committee. The decision of the committee shall be final.
- (b) The classified service shall consist of all other present and future positions unless specifically placed in the unclassified service by future Charter Amendments.
- (c) The classified service shall be divided into a non-competitive and a competitive division.

Section 4. Non-Competitive Division

The Charter Amendment provides:

- (a) That the non-competitive division shall include unskilled manual labor. The Civil Service Commission hereby designates positions and classes of positions falling in this category as follows:

Class Title

Street Sweeper	(deleted: CSC 12/2/92, eff. 12/1/93)
Laborer I	(deleted: CSC 12/2/92, eff. 12/1/93)
Laborer II	(deleted: CSC 12/2/92, eff. 7/1/93)
Park Caretaker I	(deleted: CSC 12/2/92, eff. 12/1/93)
Park Caretaker II	(deleted: CSC 12/2/92, eff. 7/1/93)
Refuse Collector	(deleted: CSC 12/2/92, eff. 12/1/93)

- (b) Positions or classes of positions which the Civil Service Commission by unanimous vote of all its members has decided should not be filled by competitive examinations. This list includes positions or classes of positions placed in the non-competitive division subsequent to January 17, 1964 as provided in (c) below.

These positions and classes of positions are as follows:

- Cashier Checker
- Checker
- Lakewood Park Supervisor
- Lifeguard I
- Lifeguard II
- Park Cashier
- Playground Leader I
- Playground Leader II
- Recreation Aide

Recreation Leader I
Recreation Specialist
Swim Program Director
Water Safety Supervisor

(Note: On December 2, 1992, the Commission unanimously voted to transfer all the non-competitive positions to the competitive division with the exception of the summer positions listed above. This vote was clarified on January 5, 1993 by a unanimous vote of the Commission.)

(c) Other positions may be transferred from the competitive division to the non-competitive division by a unanimous vote of approval by the Civil Service Commission and ten votes of the Board of Aldermen.

(d) At any time, the Civil Service Commission, by a simple majority vote, may transfer a position or class of positions from the non-competitive to the competitive division of the classified service.

Section 5. Competitive Division

The competitive division shall include all other present and future positions in the classified service of the City of Waterbury.

CHAPTER III POSITION CLASSIFICATION PLAN

Section 1. Definitions

The Classification Plan is the official or approved system of grouping positions into appropriate classes, including (1) a schematic index to the class specifications: (2) the class specifications and (3) rules for administering the Classification plan.

(a) A position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

(b) A class is a group of positions (or one position) that: (1) has similar duties and responsibilities, (2) requires like qualifications and (3) can be equitably compensated by the same salary range.

(c) The class title is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

Section 2. Responsibility for Administration

The Director of Personnel shall be responsible for administering the classification plan. The Director of Personnel may request other officials or employees to assist him in his capacity.

Section 3. Allocation of Positions: Creation of Classes

After the establishment of a new position has been approved by the appointing authority, the department head shall complete a position description covering the duties and responsibilities of each proposed position. The Director of Personnel shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist he shall recommend the establishment of a new class and after the adoption of the new class by the Civil Service Commission as provided in Section 8 of this chapter shall allocate the position to it.

Section 4. Allocation Appeals

If an employee has facts which indicate to him that his position is improperly allocated, he may request the Director of Personnel to review the classification allocation of his position with the

knowledge of his department head. Such request shall be submitted in writing and shall contain a statement of justification.

Section 5. Maintenance of Plan

(a) Each time a vacancy occurs, a position description shall be completed by the department head and submitted to the Director of Personnel for a review of the allocation of the position. This requirement may be waived by the Director of Personnel in cases where it has been ascertained by the Director of Personnel that no material changes have occurred.

(b) It shall be the duty of each department head to submit to the Director of Personnel new position descriptions for all affected positions each time a department or division under his jurisdiction is permanently or substantially reorganized.

(c) The Director of Personnel may require department heads to submit position description on a periodic basis, or any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions in the department or departments under his jurisdiction.

(d) Each time a new class is established, a class specification shall be written and incorporated in the existing plan. The class title shall be added to the schematic list of titles. Likewise an abolished class shall be deleted from the classification plan by removing the class title from the schematic list of titles.

(e) Periodically, after the adoption of these regulations, the Director of Personnel shall conduct a general review of the classification plan.

Section 6. Interpretation of Class Specifications

The class specifications are descriptive and not restrictive.

The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality. They are intended to indicate the kinds of positions which shall be allocated to the classes established. In a series of classes such as the police classes the specifications for all classes should be reviewed as a unit.

Section 7. Official Copy of the Position Classification Plan

The Director of Personnel shall be responsible for maintaining two official copies of the position classification plan. The official copy shall include a schematic list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

Section 8 Amendments to the Position Classification Plan

Each time a new class of positions should be established or a current class of positions abolished, the Director of Personnel shall submit his findings and recommendations to the Civil Service Commission. It shall determine whether the establishment and/or the abolition of a class is in order. Such changes shall take the form of amendments as specified in Section 9 of this regulation.

Section 9. Position Classification Plan in Force

(a) The Position Classification Plan shall be considered a part of this section and have the same force and effect as these personnel regulations.

(b) It may be amended by a majority vote of the Civil Service Commission.

CHAPTER IV COMPENSATION PLAN

Section 1. New Appointees

(a) New employees shall be hired at the minimum rate of pay for their classifications.

(b) If a new employee more than meets the minimum qualifications and will not accept appointment at the minimum rate of the class, he may be appointed at the second step or in unusual cases at a still higher step. Cases should be thoroughly analyzed and measured against objective standards. In addition, every effort should first be made to recruit a qualified employee who will accept appointment at the minimum rate of the class. Consideration should be given to a review of the salaries of employees in the class whose present salaries are below the recruiting rate.

Section 2. Promotions

When an employee is promoted to a position in a higher class, his salary shall be increased to the minimum rate for the higher class. In the case of over-lapping ranges, and the employee to be promoted is at or above the minimum step of the class to which promoted, the promoted employee shall be increased to the dollar step immediately above his present salary unless such increase will be less than \$500 per year. In this instance, the promoted employee shall be increased to the step in the pay grade for the classification to which he is promoted above the step that would give him \$500 or less per year increase.

(Amended CSC 1/18/83; Ald 1/25/83)

Section 3. Demotions

When an employee is demoted to a lower class position, he shall be paid at a rate which is within the approved range for the lower class position. The rate of pay shall be set by the Director of Personnel.

Section 4. Reallocations Downward

When an employee's position is reallocated to a lower class position and his present salary is above the maximum for the lower class, the employee shall be permitted to continue at his present rate of pay during period of incumbency (except in event of general service-wide reductions) but shall not be entitled to a salary increase.

Section 5. Reinstated Employees

A reinstated employee shall be paid at a salary rate within the approved salary range for the position in which he is reinstated. The rate of pay shall be set by the Director of Personnel.

Section 6. Part-Time Employment

When employment is on a part-time basis, only the proportionate part of the rate for the time actually employed shall be paid.

Section 7. Overtime

When a rate of pay has been established for any class of positions, no additional compensation shall be paid for overtime, unless to cope with a demonstrable condition in the department affected. The department head shall prove his case establishing such condition to the Director of Personnel which latter official shall thereupon, if satisfied, approve the payment of straight time for overtime work for such projected period as may be necessary not to exceed the calendar year in which such approval is given. Any such approval shall be reasonably subject to the limitations of the appropriation to be charged.

Section 8. Administrative Salary Adjustment

(a) The salary of each employee not covered by a collective bargaining agreement shall be reviewed annually by his immediate supervisor, department head and/or Mayor for the purpose of making recommendations for the following fiscal year.

All of the personnel records, tardiness, performance and length of service shall be considered in making the salary recommendations with major emphasis placed on the objective evaluation of services rendered.

(b) Full time employees hired or promoted between January 1 and June 30 of any year will be eligible for an increase in salary on January 1 of the following year; those hired or promoted between July 1 and December 31 will be eligible for an increase in the payroll for the first full week in July of the following year.

(c) Recommendations approved by the Commission became effective when approved by the Board of Finance and Board of Aldermen.

Section 9. Longevity Increases

The Civil Service Commission shall approve each year a schedule of longevity payment for employees not covered by a bargaining agreement, as to amount and years of service. Such plan will be included with the pay plan submitted to the Boards of Finance and Aldermen for approval. Service prior to June 12, 1964, shall be cumulative with the City of Waterbury; after June 12, 1964, service must be continuous. The method of disbursing shall be established by the Board of Finance. If an employee works for more than one department, he shall be eligible for only one longevity increase.

Section 10. Compensation Plan in Effect

The Compensation Plan in effect at the end of each year shall remain in operation until modified as provided by the Charter Amendment. It shall be considered a part of this section and have the same force and effect as these regulations.

Section 11. Keeping Compensation Plan Current

The Charter Amendment provides that the Director of Personnel shall conduct an annual salary survey for classes of positions in the classified service, not covered by a collective bargaining agreement, and recommend a compensation plan for the approval of the Civil Service Commission.

Section 12. Adoption and Amendment of Compensation Plan

A compensation plan approved by the Civil Service Commission shall not be modified or changed without the approval of such commission except that the Board of Finance shall have the right to change or modify the total dollar amount of such compensation plan. The Civil Service Commission shall then adjust such compensation plan to reflect the amount allocated. When approved by the Commission, the Board of Finance and by the Board of Aldermen, such plan shall constitute the City's compensation schedule for classes of positions in the classified service not covered by a collective bargaining agreement for the ensuing fiscal year and thereafter until a new compensation plan shall be adopted in the manner prescribed. A compensation plan approved by the Civil Service Commission shall not be modified or changed without the approval of such Commission.

CHAPTER V APPLICATIONS AND EXAMINATIONS

Section 1. Examination Announcements

All examinations for positions in the competitive division of the classified service shall be publicized by posting announcements in the Personnel Department, on official bulletin boards, and in such other places, and by such other means as the Director of Personnel deems advisable. The announcements shall specify the title and salary range of the class for which the examination is

announced; the date, time, place, manner of making application; qualification requirements for admission to the tests; and other pertinent information. Examinations shall be announced at least fifteen days in advance of the closing date for the receipt of applications.

Section 2 Application Forms

Applications shall be made on forms provided by the Director of Personnel. Such forms shall require information covering training, experience, age and other pertinent information. All applications must be signed by the person applying.

Section 3. Employment Requirements

All permanent positions shall be open to applicants who meet the requirements as listed on the public announcement of the examination or as listed in the classifications for non-competitive positions. Such requirements may include but shall not be limited to the following factors: United States citizenship, experience, age, character and physical condition. Applications will not be accepted for permanent full time employment from any person over 65 years of age or from any person under 18 years of age, except high school graduates and part-time student employees. The 65 age limit shall not apply to applications for promotional examinations.

Section 4. Residence Requirements

Any person appointed to the Police or Fire Department who does not at the time of his appointment reside within the City of Waterbury must establish such residence within two months of completion of his probationary period. All department heads and other administrative personnel, appointed after January 1, 1968 and who do not then reside within the City of Waterbury, must establish such residence within one year from the date of their appointments or such appointments will be voided. Such residence requirements must be maintained by the above groups for the duration of their appointments.

Section 5. Rejection of Applications

The Director of Personnel may reject any application which indicates that the applicant is deficient in any one, several, or all of the requirements as specified in the public announcement of the examination and does not satisfactorily complete the prescribed application forms. Applicants may be rejected at any time for any of the following: applicant is physically unfit for the performance of duties of the position to which he seeks appointment; fails to qualify on the City's pre-employment medical examination; is addicted to the habitual excessive use of drugs or intoxicating liquor; has ever been convicted of a felony or crime involving moral turpitude, or is guilty of any disgraceful conduct; has ever been dismissed from the public service for delinquency or misconduct; has ever been a member of any organization which advocates the overthrow of the Government of the United States by force or violence; has made false statements of any material fact, or practiced or attempted to practice any deception or fraud in his application; if his past employment record is "unsatisfactory" as determined by the Director of Personnel. Whenever an application for a position in the competitive division is rejected, notice of such rejection shall be mailed to the applicant by the Director of Personnel, stating the reason thereof.

Section 6. Open Competitive Examinations

Positions in the competitive division when they are to be filled by recruitment from outside of the service shall be filled through examinations open to the public. Examinations may be assembled or unassembled and may include but shall not be limited to written, oral, physical or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, skill, character, physical fitness, or any other qualifications which

in the judgement of the Director enter into the determination of the relative fitness of applicants. The Director of Personnel may require applicants to submit proof of their age, citizenship and military service at the time of the examination and will keep a record of this information.

Section 7. Promotional Examinations

Promotional examinations shall be open to all regular employees who meet the minimum qualifications as established and who are serving in an appropriate class as determined by the Director of Personnel.

Section 8. Method of Rating

(a) In all examinations the minimum rating by which eligibility may be achieved may be established by the Director of Personnel. Such minimum rating shall also apply to the ratings of any part of the test. Candidates may be required to attain at least a minimum rating on each part of the test in order to receive a passing grade or to be rated on the remaining parts of the test. Wherever practicable, the establishment of the method of grading examinations shall be made available to candidates before the examination is given.

(b) This Section of the Civil Service Rules and Regulations concerning methods and procedures for the application of Veteran's Preference Points, shall conform in all respects to Connecticut General Statutes, including Sections 7-415 and 27-103, and as they may hereafter be amended, repealed, or superseded. (Amended CSC 7/26/94; Ald 9/14/94)

(b) (1) An individual domiciled in the City of Waterbury who receives a passing mark on an open competitive examination shall be granted five (5) points additional in determining his or her order or rank on the eligibility list, said points shall be in addition to any applicable veterans preference points. To obtain such credit, an applicant shall have filed proof of domicile on or before the date of the examination. To be eligible to obtain said credit such proof must show that the individual was domiciled in the City of Waterbury at the date of the announcement of the examination and at the date of certification for hire. Domiciled is defined to be "that place where an individual has his true, fixed and permanent home and to which whenever the individual is absent he has the intention of returning." (Approved CSC 2/2/93; Ald 2/22/93)

c) qualifications as specified in the public announcement exceeds the number required for certification, each applicant shall be given a final numerical grade if he qualifies on the examinations for the position. If the number of applicants with the minimum qualifications does not exceed the number needed for certification purposes, the candidates may be rated as eligible or ineligible.

(d) When two or more applicants achieve the same final rating, the following criteria shall be applied to break the tie for rank:

IN OPEN COMPETITIVE EXAMINATIONS:

The applicant having scored highest on that phase of the examination bearing the most weight (or if necessary, the next highest weighted examination component, and so on) shall rank ahead and if the tie persists, the applicant scoring highest on the first examination phase administered (or if necessary, the second phase administered, and so on) shall rank ahead and if the tie persists, the applicant who is a Waterbury resident shall rank ahead and if the tie persists, the tie shall be broken by using the applicants' Social Security Numbers in the following procedure:

The last three (3) digits of the applicants' Social Security Numbers shall be compared. The digits reading from left to right shall form a number for each candidate. The candidate with the highest number shall rank ahead. If by using three (3) digits, the tie remains unbroken among any

individuals, the above method shall be used by comparing the last four (4) digits or more until the tie is broken among these individuals.

If the tie persists, it shall be broken by a random method to be prescribed by the Personnel Director, subject to the approval of the Civil Service Commission.

IN PROMOTIONAL EXAMINATIONS:

The applicant with the greatest seniority shall rank ahead and if the tie persists, the applicant having scored highest on that phase of the examination bearing the most weight (or if necessary, the next highest weighted examination component, and so on) shall rank ahead and if the tie persists, the applicant scoring highest on the first examination phase administered (or if necessary, the second phase administered, and so on) shall rank ahead and if the tie persists, the applicant who is a Waterbury resident shall rank ahead and if the tie persists, the tie shall be broken by using the applicants' Social Security Numbers in the following procedure:

The last three (3) digits of the applicants' Social Security Numbers shall be compared. The digits reading from left to right shall form a number for each candidate. The candidate with the highest number shall rank ahead. If by using three (3) digits, the tie remains unbroken among any individuals, the above method shall be used by comparing the last four (4) digits or more until the tie is broken among these individuals.

If the tie persists, it shall be broken by a random method to be prescribed by the Personnel Director, subject to the approval of the Civil Service Commission. (Amended CSC 4/6/93; Ald 6/7/93)

(e) In promotional examinations, each employee who receives a passing mark shall be given a service rating of one-half point for each completed year of City Service as of the closing date of the examination beyond the minimum qualifying experience specified for the position up to a maximum of five points. This seniority mark will be added to the final earned score in determining the employee's order or rank on the eligibility list. (Amended CSC 11/1/83; Ald 11/9/83)

Section 9. Notification of Examination Results

Each person who takes an examination shall be given written notice as to whether or not he qualified on such examination, and as to his relative standing on the list or of his failure to attain a place on the list.

Section 10. Inspection of Papers

The Director of Personnel shall make available to candidates for examinations, any papers or other documents on file in the Office of the Personnel Department. Such available material may be inspected by the candidate for a period of 60 days after the notification of test results. This material shall not be open to the general public. Such inspection shall be permitted only during regular business hours on one visit to the Office of the Personnel Department and shall not be available between the time of the announcement and holding of a test for a similar position. (Amended CSC 5/18/64)

Section 11. Correction of Ratings

Candidates for examinations may appeal to the Director of Personnel for correction of their ratings upon presentation of proof that their examinations have been incorrectly rated.

Section 12. Physical Fitness

When an applicant passes the written and/or oral portion of an examination that requires a physical examination as part of the test process and fails the physical because of a correctable physical defect, his name shall be passed over in the certification process until after the candidate has the physical defect corrected and a physical examination proves such. The candidate shall not displace anyone who may have been certified in the interim. (Amended CSC 1/20/87; Ald 2/9/87)

CHAPTER VI ELIGIBLE LISTS

Section 1. Statement of Policy

Vacancies in the competitive division shall be filled by examination unless the Director of Personnel rules that the vacancies should be filled by transfer, demotion or certification from re-employment lists. Competitive examinations shall be within the classified service as far as practicable as stated in Chapter VIII, Section 1.

Section 2. Re-employment Lists

(a) A permanent employee separated from the service by resignation may within a period of one year after date of separation at his request be placed on a general re-employment list for the class from which he was separated provided he has successfully passed his probationary period. If the separation was by resignation, a positive recommendation for re-employment must be completed by the employee's department head at the time of resignation in order to make the employee eligible to be placed on the general re-employment list. The Civil Service Commission may waive this provision whenever it deems it advisable.

(b) The name of a permanent employee who has been laid off as a result of a reduction in force or whose position has been abolished shall be placed on a preferred re-employment list for the class of positions which he occupied at the time of separation.

(c) Names shall be placed on re-employment lists in order of seniority, provided that the employees shall have the ability and be able to perform the duties of the position.

(d) The eligibility of any person on a general re-employment list will expire one year from the date on which his name was placed on the eligible list. Eligibility of any person on preferred re-employment lists will be governed by pertinent collective bargaining agreement. Employees not covered by collective bargaining agreement shall have their names placed on a preferred re-employment list for a period of two years.

Section 3. Promotional Lists

The Director of Personnel shall establish promotional lists from which vacancies can be filled in the competitive division. Vacancies shall be filled by promotion whenever possible, and promotion shall be on a competitive basis, except where the Director of Personnel with the approval of the Civil Service Commission and the appointing authority, finds that competition is impracticable. Such lists shall consist of qualified eligibles from among the permanent employees of the City of Waterbury. Such lists may be established on a service wide or a departmental-wide basis as determined by the Director of Personnel.

Section 4. Employment Lists

When it is impractical to establish adequate promotional lists, the Director of Personnel shall establish employment lists consisting of persons who have successfully qualified on competitive examinations for the class of positions.

Section 5. Availability of Eligibles

It shall be the responsibility of eligibles to notify the Director of Personnel in writing of any change of address or other change affecting availability of employment. (Amended CSC 1/20/87; Ald 2/9/87)

Section 6. Duration of Lists

Each eligible list shall remain in effect for a period of two years, unless a new examination is held and eligible list established prior to the expiration of the two year period, or the list is exhausted.

Section 7. Removal of Name from Lists

Names may be removed from eligible lists for any of the reasons listed below:

- a) Refusal of offer of appointment unless within seven days of offer of appointment he furnishes satisfactory evidence acceptable to the Personnel Director justifying such refusal. (Amended CSC 1/20/87; Ald 2/9/87)
- b) Appointment through certification from such lists to fill a permanent position.
- c) Appointment through certification from the eligible for another class at the same or higher compensation. In such case, his name may be continued on any or all lists for the remainder of the period of eligibility on such lists. (Amended CSC 11/5/86; Ald 11/10/86)
- d) Filing of a statement by the eligible that he is not willing to accept appointment. (Amended CSC 1/20/87; Ald 2/9/87)
- (e) Failure to respond, within the time specified in the notice, to any inquiry of the Director of Personnel or department head if satisfactory evidence is not furnished justifying such failure to respond.
- (f) Failure to report for work after accepting appointment.
- (g) Notice by postal authorities of their inability to locate eligible at last known address.
- (h) If upon review of eligibility, it is discovered that the applicant would be subject to rejection under other provisions of these regulations.
- (i) The name of an eligible shall be removed from a promotional list if he separates from the City Service.

CHAPTER VII CERTIFICATION AND APPOINTMENT

Section 1. Request for Certification

All requisitions for the filling of vacancies shall be made on official forms as designated by the Director of Personnel.

Section 2. Anticipation of Need

- (a) Insofar as possible, such vacancy shall be anticipated sufficiently in advance to permit the Director of Personnel to determine who may be available for appointment, and to establish an eligible list. If a new class is necessary, sufficient time must be allowed to prepare a class specification, to have the Position Classification Plan amended by the Civil Service Commission and to have the Compensation Plan amended by the Civil Service Commission, the Board of Finance and the Board of Aldermen.
- (b) By December 1 and June 1 of each year department head shall have conducted a personnel utilization needs study of his department and report to the Director of Personnel anticipated personnel requirements for the forthcoming six month's period.

Section 3. Method of Filling Vacancies

Vacancies may be filled by transfer, demotion or certification from preferred reemployment lists, promotional lists, general re-employment lists or employment lists.

Section 4. Order of Lists for Certification

Eligibles shall be certified from lists in the order named as follows: preferred reemployment list, promotional list, general re-employment list and employment list.

Section 5. Number of Names to be Certified

When a personnel requisition is received, the Director of Personnel shall certify the top name from an Eligible List as provided in Section 4 above, unless the position is one listed in Division 2, Section 205 of the Charter, when the Director of Personnel shall file an alphabetical listing of the names of the three highest persons on the appropriate Eligible List. (Amended CSC 4/26/88)

Section 6. Appropriate Eligible Lists

Certification shall ordinarily be made from a list established for the particular class in which the vacancy exists. However, if no such list exists or the list contains an insufficient number of eligibles for certification purposes, the Director of Personnel may in his discretion certify names from an appropriate eligible list if such a list is available. Such a list shall be for a class of the same or higher pay level with the qualification requirements equal to or superior to the class in which the vacancy exists. (Amended CSC 4/26/88)

Section 7. Temporary Appointments

Temporary appointments for short term employment in positions that will not continue longer than six months in any twelve month period shall be made from eligible lists, if such lists exist. If no list exists or if certification from lists is impracticable because of non-availability of eligibles for temporary work, the Director of Personnel may authorize the department head to recommend a person of his own choosing subject to the approval of the Director of Personnel, provided, however, he shall not be over 70 or less than 18 years of age, except for part-time student employees.

Section 8. Emergency Appointments

When an emergency involving the serious impairment of the public business makes it impossible to fill a position in the competitive division by the normal procedure, the Mayor or other authorized person may appoint any qualified person to such position in order to prevent stoppage of public business or loss, or serious inconvenience to the public. Any such person shall be employed only during such emergency and for a period not exceeding 30 days. A vacancy of which the department head has had a reasonable notice, or an employment condition of which he had, or might with due diligence have had, previous knowledge, shall not be considered an emergency under this section.

Section 9. Provisional Appointments

(a) An appointing authority, subject to the approval of the Director of Personnel, may make a provisional appointment of an applicant who meets the minimum qualifications to a position in a class for which no appropriate eligible list exists.

(b) A provisional appointment shall continue only until and appropriate eligible list may be established and certification made therefrom.

(c) In no event shall a provisional appointment continue for more than ninety days in any twelve month period.

Section 10. Limited Term Appointments

Vacancies created by a military leave of absence without pay shall be filled by a limited term appointment by certification from an eligible list in the same manner as is used for other appointments. A person holding a limited term appointment may be terminated when the person he is replacing returns to the position. Transfers from limited term to permanent status can be made. If the person being replaced fails to return on the termination of his leave, the resulting vacancy shall be filled in the same manner as other vacancies. Except for permanent status, employees holding limited term appointments shall have the same rights and privileges as permanent employees.

Section 11. Part-time Positions

The Director of Personnel, at his discretion, may authorize the filling of part-time positions involving less than twenty-five hours work a week without regard to examination and other provisions relative to certification included in this regulation. Persons employed under such conditions shall not achieve permanent status except as provided elsewhere in this regulation.

Section 12. Interpretation

The Director of Personnel is authorized to make necessary administrative interpretations concerning certification and appointment matters not inconsistent with these Personnel Regulations or Charter Amendment.

Section 13. Allocations

(Approved CSC 3/23/70; Ald 4/6/70)

A competitive position that has been reclassified upward as the result of an audit of the position shall be filled by certification from an Eligible List, except that the incumbent shall be allocated by the Personnel Director without examination to the reclassified position provided that:

- (a) the reclassification results from a study (audit) of the position and, if possible, all-positions in the same classification, and that
- (b) the employee has not attained status in his existing class by allocation within the past 10 years under the provisions of this section, and that (Amended CSC 6/18/85; Ald 6/24/85)
- (c) the salary adjustment shall not exceed four grades—the appropriate grade will be determined by Chapter IV, Section 2, Civil Service Rules and Regulations, and that (Amended CSC 3/20/84; Ald 4/9/84)
- (d) the employee has been incumbent in said position for not less than the three preceding years, during which time there has been no substantial change in the duties and the responsibilities as shown in the audit for the higher classification.

CHAPTER VIII PROMOTIONS, TRANSFERS, DEMOTIONS

Section 1. Promotion Policy

Vacancies in higher positions shall be filled as far as possible by promotion from lower classes, except where the Director of Personnel with the approval of the Civil Service Commission and the Appointing Authority finds that competition is impracticable. Applicants must meet the minimum qualifications as established. When the Director of Personnel with the approval of the Civil Service Commission, determines that there is an insufficient number of well qualified eligibles within the service, he may direct that the competitive examination of such positions shall be open not only to members of the competitive division but also to all other qualified persons.

Section 2. Political or Partisan Endorsement Prohibited

No consideration shall be given to political or partisan endorsement for promotions to positions in the competitive division; only merit and fitness for promotion shall be considered.

Section 3. Promotional Examinations

The Director of Personnel shall conduct competitive promotional examinations in accordance with the Personnel Regulations. In competitive promotional examinations, the Director shall admit to the examination all employees who meet the published qualification requirements. In unassembled examinations, he may establish appropriate rating schedules which may credit as appropriate the experience, training and service ratings of the applicants.

Section 4. Intra-Departmental Transfers

The appropriate department head may, at any time, transfer an employee in the competitive division under the jurisdiction from one position to another in the same class in the same department. An intra-departmental transfer of an employee to a position of another class shall be made only with approval of the Director of Personnel. The Director of Personnel shall be notified of such change in assignment.

Section 5. Inter-Departmental Transfers

A transfer of an employee from one department to another must have the approval of both department heads concerned, the Director of Personnel and the Mayor. Requests for such transfer shall show how the employee concerned meets the qualification requirements of the class to which the transfer is proposed.

Section 6. Pay Grade After Transfer

An employee who is transferred shall continue at his same pay rate except as otherwise provided.

Section 7. Voluntary Demotions

An employee may be demoted at his own request to a vacant position in a lower class subject to the approval of the Director of Personnel. The Director of Personnel shall determine whether the employee is qualified to perform the duties and responsibilities of the lower classification.

Section 8. Pay Grade after Voluntary Demotion

An employee who is demoted voluntarily shall be reduced to the maximum rate for his new classification, if such maximum is less than his present rate, or he shall be paid at the step in the new classification next below in dollars than the amount he was receiving. (Amended CSC 3/28/69; Ald 4/1/69)

Section 9. Special Assignments

When a condition, situation or problem arises which impedes the effective operation of the City Government and which may be ameliorated or resolved by the assignment of an employee from one department to another department, from a classified position to another classified position, or from the classified service to the unclassified service, the Mayor may request such assignment. The Mayor shall submit the request for assignment in writing to the Civil Service Commission setting forth the reasons therefor. Said request for assignment shall be effective upon approval by a majority vote of said Commission for a period to be determined by the Commission but not to exceed one year. Extensions of the period of assignment may be requested by the Mayor subject to the approval of the Commission as aforesaid. The Employee so assigned shall continue to receive his normal rate of pay or receive the minimum rate of the range established for the position to which he is assigned, whichever is greater. The employee shall continue to receive, during the period of assignment, all the City benefits, rights and privileges inuring to the category or classification from which he was assigned. The employee shall continue to be governed by Civil Service Rules and Regulations during the period of assignment and shall be returned at the expiration of the assignment period to the position from which he was assigned. Experience gained in an assigned position shall receive no credit in the Experience and Training part of any Civil Service Examination. (Approved CSC 8/12/70)

CHAPTER IX PROBATIONARY PERIOD

Section 1. Objective

The probationary period shall be regarded as integral part of the examination process and shall be utilized for closely observing the employees work, for securing the most effective adjustment of a new or promoted employee to his position and for rejecting any employee whose performance is not satisfactory.

Section 2. Duration

The Amendment provides for a period of probation not to exceed six months before an appointment may be made permanent, and during which period a probationer may with the consent of the Director of Personnel be discharged, reduced in class or rank, or be replaced on the eligible list. In the case of a promotion, the probationary period shall not exceed three months, in which period of time, the probationer may be reduced in rank, with the consent of the Director of Personnel, to the position he held prior to the promotion.

Section 3. Promotional Appointments

The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed during his probationary period following a promotion, he shall be entitled to reemployment rights in his former class.

Section 4. Interruption of Probationary Period

If an employee is laid off during a probationary period and his services have been satisfactory and he is subsequently reappointed in the same department from the same eligible list, he shall be given credit for the portion of the probationary period completed before he was laid off.

Section 5. Dismissal During Probationary Period

(a) At any time during the probationary period, a department head, with the approval of the Director of Personnel, may remove an employee if in his opinion the working test period indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that his habits and lack of dependability do not merit his continuance with the service. Upon such removal, a report in writing shall be sent to the Director of Personnel and to the employee listing the reasons for the removal.

(b) If an employee has committed an offense which is considered cause for disciplinary action under Chapter XII, he may be dismissed by his department head without prior notice. The written report listed in Section 5 (a) above is mandatory.

(c) If, however, an employee is dismissed because of his failure to adjust properly to his job, he shall be given fourteen calendar days advance notice.

No more than three employees shall be removed successively from the same position during their probationary period without the approval of the Director of Personnel.

(d) An employee who is found to have been appointed through fraud or error shall be removed within 10 calendar days of notification to this effect by the Director of Personnel to the department head.

(e) A department head, subject to the approval of the appointing authority and Director of Personnel, may demote an employee to a lower class position during the probationary period.

Section 6. Probationary Period Reports

At least twenty working days prior to the expiration of an employees probationary period, the department head shall notify the Director of Personnel in writing whether or not the employee has satisfactorily completed his probationary period. Failure to send such a notice within ten working

days of the expiration date of the probationary period will automatically grant the employee permanent status in the position.

Section 7. Restoration of Dismissed Employee to Appropriate List

If an employee is removed from his position during, or at the end of, his probationary period and the Director of Personnel determines that he is suitable for appointment to another position, his name may be restored to the list from which it was certified.

CHAPTER X EMPLOYEE PERFORMANCE EVALUATION

Section 1. Objective

The Director of Personnel shall prepare a system for evaluating the work performance of all employees in the competitive division. The purpose of the employee performance evaluation shall be primarily to inform employees on how well they are performing their work and how they can improve their work performance. The performance evaluation may also be used in determining salary increments; as a factor in determining order of lay off; as a basis for training, promotion, demotion, transfer or dismissal; and for such other purposes as set forth in these regulations.

Section 2. Period of Evaluation

On original appointment or on promotions, all employees except temporary workers shall be evaluated at least twenty days prior to the end of their probationary period and at least once a year thereafter. Annual ratings shall cover the period from the last date of evaluation to the date of rating and may cover a period of less than twelve months. Employees shall be evaluated at the time of separation.

Section 3. Evaluation

Evaluations shall be made by the immediate supervisor of each employee and they shall be reviewed by the appropriate division and department heads. An employee in a supervisory position who is leaving the position shall be required to submit performance evaluation forms on all the employees under his supervision who have not been evaluated within the previous six months period.

Section 4. Review with Employee

The evaluator shall discuss each performance evaluation with the employee being evaluated, except at the time of separation of an employee from the service. If an employee disagrees with the statements in an evaluation, he may submit within ten days following the conference with his supervisor a written statement which shall be attached to the evaluation and forwarded to the Director of Personnel.

Section 5. Performance Evaluations

Confidential Performance evaluations shall be confidential and shall be made available only to (a) the employee evaluated or his representative; (b) his supervisor, division head or department head; (c) the Civil Service Commission, the Director of Personnel or his representative; or (d) the Mayor or his representative.

Section 6. Changes in Evaluation

If for any reason a department head shall request an alteration of the performance evaluation form after it has been officially submitted to the Personnel Department, such request shall be in writing and shall set forth fully the reasons for the request. The request when approved by the Director of Personnel shall become the official performance evaluation.

CHAPTER XI SEPARATIONS

An employee may be separated from the service of the City of Waterbury by any one of the eight different methods as described below:

Section 1. Resignation

To resign in good standing, an employee should give in writing his division head or department head at least fourteen calendar days prior notice. Normally, failure to comply with this rule shall be entered on the service record of the employee and shall result in a denial of re-employment rights. However, the division or department head, with the approval of the Director of Personnel, may exempt an employee who has given less than the required notice, if in his judgement, exceptional circumstances warrant such exemption.

Section 2. Compulsory Resignation

An employee who, without valid reason, fails to report to work for three consecutive work days without authorized leave shall be separated from the payroll and reported as a compulsory resignation. Such an employee is not eligible for re-employment.

Section 3. Lay-offs

- (a) Any involuntary separation not involving delinquency, misconduct or inefficiency shall be considered a lay-off.
- (b) When it becomes necessary to reduce the working force in a department or division thereof, because of lack of funds or other causes, employees shall be laid off on the basis of seniority provided that the employees retained shall have the ability and be able to perform the duties of the position.
- (c) If a permanent employee is scheduled to be laid off, he shall be offered a demotion to a lower class if qualified and a suitable vacancy exists.
- (d) Prior to reduction in force, the names and job titles of any and all permanent employees scheduled for lay-off shall be submitted to the Department of Personnel for approval and not until the Director of the Personnel has approved and confirmed the names submitted for lay-off shall any lay-off be consummated.
- (e) Permanent employees shall be notified in writing by the department head of their lay-off at least fourteen calendar days prior to the effective date of the lay-off.

Section 4. Disability

A department head or the Mayor may direct any employee under his jurisdiction to be examined by a physician employed by the City. If a disability of any kind is discovered which impairs the effectiveness of an employee or makes his continuance on the job a danger to himself or others, the following actions shall be taken:

- (a) If the disability is correctable, the employee shall be allowed a specified time to have it corrected. If he fails to take steps to have the disability corrected within the specified time allowed by the physician, he shall be subject to disciplinary action or lay-off.
- (b) If, in the opinion of the examining physician, the disability cannot be corrected, the appointing authority shall
 - (1) attempt to place the employee in another position which he can perform satisfactorily. If that step cannot be accomplished successfully, the appointing authority shall
 - (2) take steps to separate the employee from the City service through retirement or lay-off.

Section 5. Loss of Job Requirements

Any employee who is unable to do his job adequately because of loss of a necessary license or other requirement shall be separated by a lay-off after attempts to place the employee in another position in his department, which he can perform satisfactorily, have failed.

Section 6. Dismissals

Dismissals are discharges or separations made for delinquency, misconduct, inefficiency or inability to perform the work of the position satisfactorily.

Dismissals of permanent employees shall be effective only after the person to be discharged has been presented with the reasons for such discharge, specifically stated, and has been allowed a reasonable time to reply thereto in writing. The reasons and the reply shall be filed with the Director of Personnel. The person to be discharged shall have the right of a hearing, not precluding representation by any individual or organization of his own choosing, before the Civil Service Commission. The decision of the majority of the members of the Civil Service Commission shall be final.

Section 7. Death

When a permanent employee dies while in the classified service of the Civil Service of the City of Waterbury, his estate shall be eligible to receive his accumulated annual leave.

CHAPTER XII DISCIPLINARY ACTION

Section 1. Types of Disciplinary Action

Except as otherwise provided for by the General Statutes of the State of Connecticut, the following provisions shall govern disciplinary actions affecting employees in the classified service. A department head, subject to the approval of the Director of Personnel and appeal rights of the employee stated herein, shall have the following alternatives for disciplinary action:

- (a) Dismissals. See Chapter XI, Section 6.
- (b) Suspensions.

A department head may, for disciplinary purposes, suspend without pay any employee in his department for a length of time as he considers appropriate, not exceeding fifteen working days. A written statement specifically setting forth reasons for such suspension shall be furnished to the affected employee by his department head and a copy filed with the Director of Personnel. With the approval of the Civil Service Commission, an employee may be suspended for a longer period. The fact that a person is acquitted of the charges or that the charges are dropped does not necessarily mean the suspension or other disciplinary action will be revoked. (Amended CSC 6/21/73, Ald 6/25/73)

(c) Demotions.

With the prior approval of the appointing authority and the Director of Personnel, a department head may demote for cause, an employee to a lower grade that will result in a reduction of pay. A written statement of the reasons for such action shall be furnished to the affected employee by his department head and a copy filed with the Director of Personnel at least five days prior to the proposed effective date of the action.

Section 2. Reasons for Disciplinary Action and Procedures to be Followed (Amended CSC 10/27/69; Ald 11/7/69)

(a) Two (2) written warnings must be given to the employee before any of the disciplinary actions listed in Section 1 of this chapter can be taken for the type of causes listed below but not restricted to this list:

- (1) Too much lost time
- (2) Being absent without leave for less than the number of days provided for Compulsory Resignation (See Chapter XI–Section 2)
- (3) Excessive tardiness
- (4) Inefficiency
- (5) Abuse of City property
- (6) Violation of City ordinances
- (7) Willful and repeated failure to honor court judgements, resulting in garnishment of wages as prescribed by the State Statute
- (8) Any disgraceful conduct which reflects unfavorably on the City as an Employer

(b) Disciplinary actions as listed in Section 1 of this Chapter may be taken without the issuance of a written warning for the types of causes listed below but not restricted to this list but for an action detrimental to the interests of the City:

- (1) Insubordination
- (2) Violation of Administrative Regulations or Departmental Rules
- (3) Being convicted of a felony or a crime involving moral turpitude
- (4) Willfully giving false statements to supervisors, officials, the public, Boards or committees thereof
- (5) Drinking of alcoholic beverages while working or the taking of drugs or narcotics not prescribed by a physician
- (6) Membership in any organization which advocates the overthrow of the Government of the United States by force or violence
- (7) Discovery of a false statement in an application which had not been detected previously
- (8) Acceptance of gratuities to the extent prescribed by Chapter XVII, last paragraph
- (9) Refusal to be examined by a City authorized, medical physician when so directed by the Appointing Authority
- (10) Political activity as defined in Chapter XVII.

Section 3. Appeals

(a) An employee who is disciplined as provided above may, within five days of notice of such action, address a request in writing to the Civil Service Commission for a hearing. In the event of such request the Commission shall set a time and place for a hearing to be held not less than five nor more than twenty working days after the receipt of the request and shall notify the employee thereof.

(b) Hearings shall be conducted informally in accordance with procedures established by the Civil Service Commission.

(c) The Commission may determine that the disciplinary action was not well founded. In the event of such determination, the affected employee shall be paid in full for such portion of time as he was unjustly suspended, reduced in grade or removed. In the event, that the disciplinary action taken was removal or reduction in grade, the employee affected shall be restored to his former position and pay status, or to a position in the same class and pay status. In the event that the Civil Service Commission determines that the disciplinary action taken was too severe for the offense, the Commission may modify the disciplinary action taken either in kind or degree.

(d) The affected employee shall be promptly notified in writing by the Director of Personnel of the final determination with respect to the disciplinary action.

CHAPTER XIII TRAINING AND WELFARE ACTIVITIES

Section 1. Employee Development

It shall be the responsibility of the Director of Personnel to cooperate with appointing authorities, employees and others, to foster and promote programs of training for the City service and in-service training of employees for the purpose of improving the quality of personal services rendered to the City and of aiding employees to equip themselves for advancement in the service.

Section 2. Administration of Employee Development Program

The Director of Personnel shall:

- (a) Recommend to the Mayor or department heads, as appropriate, standards for training programs and programs for approval as meeting such standards;
- (b) See that training is carried out as approved and shall have prepared certificates or other forms of recognition to persons who satisfactorily complete approved courses and programs;
- (c) Assist department heads in developing and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency;
- (d) Develop and conduct supervisory and management training and others types of training and employee development programs common to all departments;
- (e) Assist department heads in establishing standards of performance and procedures for evaluating employee efficiency;
- (f) Make available information concerning job requirements and training opportunities in order to assist employees in increasing their efficiency in their present positions, and in preparing themselves for promotions to higher positions in the City service;
- (g) Keep a record of all approved training programs and courses and a record of employees who successfully complete such courses and programs.

Section 3. Welfare Program

The Director of Personnel may cooperate with appointing authorities, department heads, employees and others to promote measures directed toward more sanitary, safe and healthful working conditions, toward affording better facilities for recreation, toward greater security and economic advantage as by means of group insurance and credit union facilities, and toward any other means of bettering the conditions and improving the morale of City employees.

CHAPTER XIV RECORDS AND REPORTS

Section 1. Personnel Transactions

All appointments, separations and other personnel transactions must be made on forms as designated by the Director of Personnel.

Section 2. Public Inspection

The following information relative to employees and former employees is available for public inspection at reasonable times and in accordance with such procedures as the Director of Personnel may prescribe: name, address, class title and salary, and eligible lists. Examination records and service rating reports are accessible only to the department head concerned, the Mayor, the Civil

Service Commission, and the employee involved. Other personnel information may be made available for official purposes at the discretion of the Director of Personnel.

Section 3. Destruction of Records

Eligible lists and employee service records shall be kept for five years after termination of employment either in the original or microfilm copies. All other records, including correspondence, applications and examinations may be destroyed after one year with the statutory requirements as to permission for destruction of records being followed.

Section 4. Reports

The Director of Personnel shall submit a written report to the Civil Service Commission annually and at such other times as the Commission shall designate. Copies of such reports shall be sent to the Mayor and Board of Aldermen.

Section 5. Attendance Records

Regular attendance reports shall be prepared and submitted by each department and agency of the City government in the classified service as required by the Director of Personnel.

CHAPTER XV CERTIFICATION OF PAYROLLS

Section 1. Payroll Changes

A department head or other official may add a classified employee to the payroll, change his salary or status only upon prior receipt of the properly completed personnel action form designated and approved by the Director of Personnel, who must sign all rate cards for any payroll addition or change.

Section 2. Review of Payrolls

(a) The Director of Personnel shall instruct the General Accounting Services Director to supply him with the required IBM payrolls and other information needed to examine names, salaries, dates of appointments and other data to enable the Director of Personnel to determine that all employees listed on a given payroll have been appointed in accordance with the provisions of the Charter Amendment and these regulations. Any payroll with a deviation from the standard payroll shall be sent to the Director of Personnel.

(b) The Director of Personnel shall strike the names of persons from the payroll when irregularities are detected and notify the department head involved.

(c) After the Director of Personnel has examined a given payroll, stricken irregularities and otherwise satisfied himself that all employees contained thereon have been appointed in accordance with the provisions of the Charter Amendment and these regulations, he shall so certify, recording such certification on the payroll involved and return it to the General Accounting Services Director for processing.

(d) In the interests of speed and efficiency, the Director of Personnel may delegate authority for the mechanics of payroll checking to the General Accounting Services Director, yet retain authority and responsibility for official certification in accordance with the Charter Amendment and these regulations.

Section 3. Recovery of Salaries Improperly Paid

Employees, officials and others may be held liable for the return of salaries illegally paid employees in accordance with the provisions of the City Charter and pertinent City Ordinances governing such matters.

CHAPTER XVI ATTENDANCE AND LEAVE

Section 1. Hours of Work

The established work week for all full time employees in the classified service shall be not less than 35 hours, and shall be the same for all persons occupying full time positions in the same class under the same conditions. The work schedule for each department shall be established by the Mayor. The hours of work for the professional non-teaching personnel in the Department of Education shall be established by the Board of Education (Amended CSC 2/28/64).

Section 2. Attendance

Each department head shall be responsible for the attendance of all persons in his department and shall keep complete attendance records including vacation, sick, compensatory, overtime, etc. Records of attendance shall be reported as provided in Chapter XIV. Leave shall be authorized in units of days and hours only.

Section 3. Holidays

For employees in the classified service not covered by a collective bargaining agreement, the Civil Service Commission shall approve a list of days that are to be designated holidays and shall submit such list with any governing regulations to the Boards of Finance and Aldermen as an addendum to the compensation plan for these employees.

Section 4. Overtime

Any payment for overtime and the method of computation or any provision for compensatory leave for employees not covered by a collective bargaining agreement shall be approved annually by the Civil Service Commission and submitted as an addendum to the compensation plan for this group of classified employees to the Boards of Finance and Aldermen for approval.

Section 5. Annual Leave

Vacation leave and any attendant regulations for employees in the classified service not covered by a collective bargaining agreement shall be approved each year by the Civil Service Commission and submitted to the Boards of Finance and Aldermen for approval as an addendum to the compensation plan approved for these employees.

Section 6. Sick Leave

(a) All sick leave provisions including formal requests for advance sick leave, total accumulation and any payment for unused sick leave for employees in the classified service not covered by a collective bargaining agreement shall be approved annually by the Civil Service Commission for submission to the Boards of Finance and Aldermen as an addendum to the compensation plan for these employees.

Prior to the adoption of the Civil Service Amendment, the Police and Fire Departments had an established sick leave policy. If the number of days sick leave credited under the formula of one day of sick leave for each full month of service in 1963, plus one day of sick leave for each year of continuous service prior to January 1, 1963 was less than the number of days that an employee in these departments had accrued under the department policy as of January 1, 1964, the overage shall be computed and noted as a special item on the employees record. The name of the employee and the number of such overage days must be sent to the Office of the Director of Personnel. In case of prolonged illness these days of sick leave will be used or a request is made for advance sick leave.

(b) When sick Leave is Permissible. Sick leave shall be allowed to an eligible classified employee only in cases of actual sickness or disability of the employee. Sick leave shall be allowed for

medical, dental or eye examination or treatment for which arrangements cannot be made outside of working hours. Pregnancy, itself, shall not be considered a sickness warranting the granting of sick leave with pay.

(c) Special Leave. Special leave provisions will be included in the addendum to the compensation plan for all classified employees not covered by a collective bargaining agreement. Special leave will be granted to employees designated by the Mayor to attend the funeral of an employee or retired employees of the City of Waterbury.

(d) Certification by Physician. An acceptable medical certificate signed by a licensed physician will be required of an employee by his department head to substantiate a request for sick leave for the following reasons:

(1) Any period of absence consisting of more than five consecutive working days.

(2) To support a request for sick leave during annual leave.

(3) Leave of any duration if absence from duty recurs frequently or habitually provided the employee has been notified or warned that a certificate will be required.

(e) Request for Sick Leave. To receive compensation while absent on sick leave, the employee shall notify the proper authority—immediate superior, division head or department head—as designated by the department head and within the time limit established by the appropriate department head. Each department head will notify the Director of Personnel in writing of the rules as outline above established for his department. If such rules are changed or modified, the Director of Personnel shall be notified in writing.

Section 7. Military Leave

(a) Any permanent employee who leaves the service of the City to join the military forces of the United States shall be placed on military leave without pay, such leave to extend through a date 90 days after which he is relieved from such service and such leave not to exceed 4 years and 90 days. Such employee shall be entitled to be restored to the position which he vacated, provided he makes application to the Personnel Department within 90 days of the date of his honorable discharge or discharge under honorable conditions and is physically and mentally capable of performing the work of his position. Time so served shall be considered as continuous employment with the City of Waterbury.

(b) In the event a position vacated by a person entering the armed services no longer exists at the time he qualified to return to work, such person shall be entitled to be reemployed in another position of the same class in the City service.

(c) Any permanent employee who is a member of the National Guard or an organized Military Reserve of the United States will be allowed leave of absence not to exceed 15 calendar days during any calendar year to attend training camps upon presentation of orders pursuant to such training. Such leave shall not be charged to annual leave and for such leave, the employee shall be paid the difference between his regular base City pay and that of military pay and allowances. (Amended CSC 11/7/84; Ald 11/19/84)

(d) In order to insure uniformity, requests for deferment of employees in the classified service from service in the Armed Forces shall be made only by the Mayor.

Section 8. Civil Laws

An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission in connection with City business.

Section 9. Education Leave

(a) A full time permanent employee may be given educational leave with full or partial pay for the purpose of taking courses directly related to his work as determined by the appropriate department head, appointing authority and the Director of Personnel. Requests for such leave must be approved in advance by the Mayor and they may not exceed a total of 20 days or 160 hours in any one calendar year.

(b) Educational leave for a longer period may be granted in special cases of unusual merit and of great benefit to the City government. In such cases, the employee must agree in writing to return to work after expiration of the educational leave for a minimum period of one year. In no case shall an employee be granted more than one year's educational leave without pay.

Section 10. Absence Without Leave

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these Regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject for disciplinary action. In the absence of disciplinary action, any employee who absents himself for three consecutive days without leave shall be deemed to have resigned.

Section 11. Workmen's Compensation

An employee, other than Police and Firemen, who while in the employment of the City of Waterbury incurs an injury or illness which arose out of and was in the course of his said employment, is covered under the Workmen's Compensation Act of the State of Connecticut. If such an injury or illness renders him temporarily or totally disabled, he may at that time elect to use his accrued sick leave. If the absence is of three days duration or less, so that the employee would receive no payment under Workmen's Compensation, the full charge for the absence will be taken from his sick leave bank, if he so elects. If the absence is of such duration that he would be entitled to payment under Workmen's Compensation, the proportion of his pay that would not be covered by Workmen's Compensation will be charged to sick leave if the employee has a sufficient amount of sick leave accrued to cover such absences and elects, of his own volition, to use sick leave for this purpose.

Officers and members of the Police and Fire Departments shall receive the full amount of their regular pay during the period they are unable to perform any work because of such injury or illness, rather than the maximum under said Act and without charge to sick leave.

Sick and annual leave will accrue on the same basis as if the employee were in work status.

Section 12. Leave of Absence Without Pay

(Amendment of 5-25-64)

A personal leave of absence without pay not to exceed five days at one time may be granted by an appointing authority to any employee in the classified service with not less than six months service. The approval of the Civil Service Commission is not required for such action, but notice must be sent to them on prescribed forms and a record of such action must be made on the attendance and payroll records by the appointing authority.

A personal leave of absence for a period not to exceed thirty (30) working days may be granted by the appointing authority, subject to prior approval by the Civil Service Commission, for a cause considered reasonable and proper.

CHAPTER XVII POLITICAL ACTIVITIES AND ACCEPTANCE OF GIFTS OR GRATUITIES

Political Activity

Section 1. Provisions of Charter Amendment

Section 8 of the Charter Amendment describes the limitations on political activity in considerable detail and is therefore quoted as follows:

“No officer or employee in the classified service of the City shall continue in such position while a candidate for election to any public office. No person holding an office or position in the classified service under the provisions of this charter amendment shall seek or accept election, nomination or appointment as an officer of a political club or organization or take an active part in a political campaign or serve as a member of a committee of any such club or organization or circulate or seek signatures to any petition provided for by any primary or election law or act as a worker at the polls, or distribute badges, colors or indicia favoring or opposing a candidate for election or nomination to a public office, whether Federal, state, county or municipal. No officer or member of a committee of any political party or club and no officer or employee of the City shall from any person in the classified service, directly or indirectly demand, solicit, collect or receive or be in any manner concerned in any assessment, subscription or contribution, whether voluntary or involuntary intended for any political purpose whatever. For the purposes of this Charter Amendment, the words, primary election laws or political purposes, shall mean the election of candidates to a primary party or a general or special election. It shall not be interpreted to deny employees the right to participate in referendums pertaining to specific questions.”

Section 2. General Statement on Political Activities

Any group of persons which opposes another group in matters of governmental principles or policies, or which contends for governmental power is a political party. Since the scope of governmental activity is constantly changing, a question which is not a political issue at one time may assume a political aspect at another. The merits of a particular cause or issue are immaterial. If politics is involved, active participation by employees of the City is prohibited. An employee may participate in a discussion where no political issue is involved or make an address on any moral or ethical subject, but when two or more parties or fractions become engaged in a contest for rival or antagonistic measures or policies as of governmental control or regulation a political issue is created.

For the purposes of this section, referenda amending the Charter of the City of Waterbury or the Constitution of the State of Connecticut shall not be considered political activity and classified employees of the City of Waterbury may participate in such referenda.

All employees in the classified service are subject to the prohibition against political activity, including emergency and temporary employees, employees on leave of absence without pay, part time employees and persons employed on an intermittent basis.

Section 3. Detailed Description of Prohibited and Permissible Political Activity

The activities described below are intended to indicate the kinds of activities which are prohibited. They are not to be construed as all inclusive.

(a) Conventions. Candidacy for or service as a delegate, alternate or proxy in any political convention or service as an officer or employee thereof is prohibited. Attendance merely as a spectator is permissible, but the employee so attending must not take any part in the convention or in the deliberations or proceedings of any of its committees and must refrain from any public display of partisanship or obtrusive demonstration or interference.

(b) Primaries - Caucuses. An employee may sign a petition to hold a primary, may attend a primary meeting, mass convention, caucus and the like, and may cast his vote on any question presented, but he may not pass this point in participating in its deliberations. He may not act as an officer of

the meeting, convention, or caucus, may not address it, make motions, prepare or assist in preparing resolutions, assume to represent others or take any prominent part therein.

(c) Committees. Service on or for any political committee or similar organization is prohibited. An employee may attend as a spectator any meeting of a political committee to which the general public is admitted, but must refrain from activity as indicated in the preceding paragraphs.

(d) Clubs and Organizations. Employees may be members of political clubs, but it is improper for them to be active in organizing such a club, to be officers of the club, or members or officers of any of its committees or to act as such, or to address a political club. Service as a delegate from such a club to a league of political clubs or service as an officer or representative of a political club is prohibited, as is service as a delegate or representative of such a club to or in any other organization. In other words, an employee may become a member of a political club but may not take an active part in its management or affairs and may not represent other members or attempt to influence them by his actions or utterances.

(e) Meetings. Service in preparing for, or organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any part therein, except as a spectator, is prohibited.

(f) Activity at the Polls and for Candidates. It is the duty of an employee to avoid any offensive activity at caucuses, primary and regular elections. He must refrain from soliciting votes, assisting voters to mark ballots, helping to get out the voters on registration and election days, acting as the accredited checker, watcher, or challenger of any party or faction, assisting in counting the vote or engaging in any other activity at the polls except to cast his own vote. Rendering service, such as transporting voters to and from the polls and candidates on canvassing tours, whether for pay or gratuitously, is held to be within the scope of political activities prohibited by the rule, even if such service is performed without regard to political party.

(g) Election of Officers. Service as judge of election, inspector, checker, teller, or as election officer of any kind is prohibited.

(h) Newspapers—Publication of Letters or Articles. A classified employee may not publish or be connected editorially or managerially with any political newspaper and may not write for publication or publish any letter or articles, signed or unsigned, in favor of or against any political party, candidate, function, or measure. An employee who writes such a letter or article is responsible for any use that may be made of it whether or not he gives consent to such use.

(i) Parades. An employee may not march in a political parade, organize or be an officer or leader of such parades.

Nothing in this section shall prohibit a classified employee from performing the specific duties of his position.

GIFTS AND GRATUITIES

An employee shall not accept gifts, gratuities or loans from organizations, business concerns, or individuals with whom he has official relationships on business of the City government. These limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers and enforcement officers guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

CHAPTER XVIII APPEALS AND GRIEVANCE PROCEDURES

Section 1. Policy

The most effective accomplishment of the work of the City requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the City to adjust grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances which will be resolved only after a formal appeal and review.

Section 2. Procedures

Grievances shall be divided into two categories as follows:

FIRST CATEGORY. Any permanent employee in the classified service who has been demoted, suspended, fined or dismissed shall have the right of appeal to the Civil Service Commission. The employee or his authorized representative must file such an appeal in writing, with the office of the Director of Personnel within five calendar days of the effective date of such action and must file a copy of such appeal at the same time with his appointing authority. The decision of the majority of the members of the Civil Service Commission shall be final. See Chapter 12, Section 3, Civil Service Rules and Regulations.

SECOND CATEGORY. Any permanent employee in the classified service who is aggrieved as a result of the interpretation and application of the rules and regulations, disciplinary action other than disciplinary action resulting in demotion, suspension, fine or dismissal which is covered in First Category above, alleged discrimination or unfair treatment, or unsafe or unhealthy working conditions, shall have the right of appeal to the Civil Service Commission provided the following provisions of this regulation are fulfilled:

(a) An employee shall first present his grievance to his immediate supervisor who shall make careful inquiry into the facts and circumstances of the complaint. The supervisor shall attempt to resolve the problem promptly and fairly and shall give his answer to the employee within seven calendar days from the date the grievance is submitted to him.

(b) An employee who is dissatisfied with the decision of his supervisor may submit his grievance in writing to the department head. The department head shall make a separate investigation and inform the employee in writing of his decision and the reasons therefore within seven calendar days after receipt of the employee's grievance.

(c) If the employee is dissatisfied with the department head's decision, he may obtain a review by the appointing authority by submitting a request in writing for review within seven calendar days following the receipt of the decision of the department head. The appointing authority shall make such investigation and conduct such hearings as he deems necessary and shall, within seven calendar days after the receipt of the employee's request for review inform the employee in writing of his findings and decision.

(d) When the employee is still aggrieved, he or his authorized representative shall request in writing, a review of the grievance by the Director of Personnel. Such request must be accompanied by all the facts of the nature of the grievance and all written answers given thereto, and must be presented within seven calendar days of the date of receipt of the appointing authority's answer. Copies of the written request for review shall be sent by the employee or his authorized representative at the same time to the employee's appointing authority.

The Director of Personnel shall convene a meeting within twenty calendar days of the date of receipt of the request for review. The Director of Personnel or his designated representative, the employee or his designated representative and witnesses, the appointing authority or his designated representative and witnesses, shall attend the meeting for the purpose of reviewing the grievance. Within fifteen calendar days of the date of the meeting, the Director of Personnel shall render his

recommendation, in writing, to the employee and his authorized representative and shall send a copy of his recommendation at the same time to the employees appointing authority.

(e) If an employee is still aggrieved, he or his authorized representative may present his grievance to the Civil Service Commission in writing within ten calendar days of the Director of Personnel's decision and the employee shall send copies of the appeal to his appointing authority. The Civil Service Commission shall, within twenty days after receiving such an appeal, hold a hearing and consider the complaint. At the hearing, technical rules of evidence shall not apply. All testimony shall be under oath. A majority vote of the members of the Civil Service Commission shall be final.

CHAPTER XIX DEFINITIONS

(1) Appointing Authority

The term used to designate the Board, Commission and/or elected official, who will accept and formally induct into a classified position or position in the department or division of the City of Waterbury, the individual or individuals certified to that Board, Commission and/or elected official by the Director of Personnel.

(2) Authorized Representative

Person or organization designated by the employee to represent him.

(3) Certification

Process whereby the Director of Personnel formally designates the individual who is highest on the Eligible List, unless the position is one listed in Division 2, Section 205 of the Charter of the City of Waterbury, when the Director of Personnel shall file an alphabetical listing of the names of the three highest persons on the appropriate Eligible List. (Amended CSC 5/29/73; Ald 6/18/73)

(4) Class Code

A number assigned to each title to identify it.

(5) Class Series

A number of classes of positions which are substantially similar as to the types of work involved and differ only in rank as determined by the importance of the duties and degree of responsibility involved and the amount of training and experience required. Such classes constitute a series and each is given a designation by Roman numerals, beginning with the lowest as I, next level II, etc.

(6) Class Specification

A written description of a class consisting of a class title, a general statement of the level of work, a statement of the distinguishing features of work, some examples of work and the minimum qualifications for the class.

(7) Classification

The grouping of like positions in regard to: (a) duties performed and responsibilities; (b) requirements as to education, knowledge and experience and ability; (c) tests of fitness; (d) ranges of pay.

(8) Classification Plan

The official or approved system of grouping positions into appropriate classes, including (1) a schematic index to the class specification; (2) the class specifications; and (3) rules for administering the classification plan.

(9) Classified Service

All positions present and future unless specifically placed in the unclassified service by the Amendment to The Charter of The City of Waterbury Establishing A Civil Service System or by any future amendments.

(10) Commission

The Civil Service Commission of the City of Waterbury, Connecticut.

(11) Compensation

The standard rates of pay which have been established for the respective classes of work, as set forth in the compensation plan.

(12) Compensation Plan

The official schedule of pay approved by the Civil Service Commission and the Board of Finance and the Board of Aldermen assigning one or more rates of pay to each class title, arranged schematically by classes of positions.

(13) Compensatory Leave

Time off in lieu of monetary payment for overtime worked.

(14) Competitive Promotion

A promotion based on a competitive examination with appointment to the higher level position restricted to the person receiving the highest rating.

(15) Classified Service

All Offices and positions in the service of the City of Waterbury are defined in these regulations.

(16) Continuous Service

Employment without interruption, except for absences on approved leaves or absences to serve in the Armed Forces of the United States.

(17) City

Waterbury, Connecticut

(18) Demotion

Assignment of an employee from one class to another which has a lower maximum rate of pay.

(19) Department

A subordinate branch of the City government.

(20) Disabled Veteran

Any veteran with a service connected disability so rated by the Veterans Administration.

(21) Dismissal

Separation from City employment for cause.

(22) Eligible

A person who has successfully met required qualifications for a particular class.

(23) Eligible List

Process whereby the Director of Personnel formally designates the individual who is highest on the Eligible List, unless the position is one listed in Division 2, Section 205 of the Charter of the City of Waterbury, when the Director of Personnel shall file an alphabetical listing of the names of the three highest persons on the appropriate Eligible List

(Amended CSC 5/29/73; Ald 6/18/73)

(24) Employee

An individual who is legally employed by the City and is compensated through the City payroll for his services. Individuals or groups compensated on a fee basis shall not be included.

(25) Examination

The process of testing, evaluating or investigating the fitness and qualifications of applicants.

(26) Garnishment

A legal order for the assignment of an employees wages to a creditor.

(27) Incumbent

An employee occupying a position in the City service.

(28) Intermittent Appointment

An appointment to a permanent or limited position authorized to be filled and made as a result of certification as prescribed by these regulations. Differs from regular and temporary appointments in that incumbent may not work consecutive pay periods but periodically without requiring a new certification.

(29) Lay-Off

The separation of an employee from a position to which he was legally certified and appointed as a result to the abolition of a position, lack of work or lack of funds.

(30) Leave

An approved type of absence from work.

(31) Longevity Pay Increment

An increase in compensation established in the compensation plan as a reward for long and faithful service.

(32) Non-competitive

Positions which are filled without competitive examination.

(33) Open Examination

An examination open to the public and not limited to applicants in the City service.

(34) Overtime Pay

Compensation paid to an employee for overtime work performed.

(35) Pay Grade

A combination letter and number symbol indicating the pay range of a class of positions.

(36) Pay Range

One or more specific pay rates having a constant percentage relationship to one another, assigned to a class of positions as the compensation for that class.

(37) Pay Rate

A specific dollar amount, expressed as either an annual rate, a monthly rate or an hourly rate, as shown in the Compensation Plan of the City.

(38) Permanent Position

A position created without intent of limitation, which will exist for at least one year.

(39) Position

Any office or employment, whether occupied or vacant, full time or part time, consisting of duties and responsibilities assigned to one individual by competent authority.

(40) Position Number

A number assigned each position by the department head from a block of numbers assigned by the Director of Personnel for purposes of identification.

(41) Probationary Period

The working test or trial period of employment beginning with the date of appointment to a particular class.

(42) Promotion

Assignment of an employee from one class to another which has a higher maximum rate of pay.

(43) Promotional Examination

A competitive examination restricted to persons who are on regular appointment in the City classified service or to persons who are eligible to reinstatement thereto.

(44) Qualifications

The minimum educational, experience and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

(45) Reassignment

The assignment of an employee without examination from one position to a position of a different class of the same rank.

(46) Reduction in Rank

Assignment of an employee from one class to another which has a lower maximum rate of pay. Same as demotion.

(47) Re-employment List

A list of names of persons laid off arranged in order of their right to re-employment.

(48) Regular Appointment

An appointment to a permanent position authorized to be filled and made as a result of a certification as prescribed by these regulations.

(49) Reinstatement

Reappointment of a former employee after a break in service to the former position or one of similar nature.

(50) Separation

Leaving a position including resignation, retirement, lay-off, dismissal, unsatisfactory service, disability and death.

(51) Suspension

An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

(52) Temporary Appointment

An appointment to a position authorized to be filled for a limited period and made as result of a certification as prescribed by these regulations.

(53) Temporary Employee

An individual whose appointment to a position is of a limited duration.

(54) Transfer

Assignment of an employee from one position to another position. Transfers can take place within a department, between departments between positions of the same pay range, between positions of different pay ranges, between positions of the same class or between positions of different classes.

(55) Unassembled Examination

An examination in which qualifications are evaluated on the basis of records of education and experience submitted by the applicants, supplemented by any information obtained by an investigation.

(56) Unclassified Service

Positions not included in the classified service as defined by the Charter Amendment and these regulations.

(57) Vacancy

A position which has been newly established or which has been rendered vacant by the resignation, death or other removal of the previous incumbent.

(58) Work Day

Scheduled number of hours an employee is required to work per day.

(60) Work Week

The number of days in any seven day period an employee is scheduled to work.

CHAPTER XX ADOPTION OF RULES AND REGULATIONS

Section 1. Effective Date

These Civil Service Rules and Regulations shall become effective on the date adopted by the Civil Service Commission unless disapproved by the Board of Aldermen with at least ten aldermen voting for such disapproval. Civil Service Rules and Regulations and amendments thereto, shall remain in effect until any additions, modifications or changes in said Rules and Regulations are approved by the Civil Service Commission and shall be in effect unless disapproved by the Board of Aldermen with at least ten Aldermen voting for such disapproval within sixty days from the date received by the Board of Aldermen.

Section 2. Saving Clause

If any chapter, section or other portion of these regulations is found to be invalid by duly constituted authority, it shall not effect the validity of the balance of these regulations.

AMENDMENT

An amendment to the charter of the City of Waterbury adopted November 6, 1962, by the electors of said city, which amendment established a Civil Service System, as amended to April 18, 1995.

CITY CHARTER RELATED LAWS

Chapter 2 CIVIL SERVICE*

*Editor's note—The user is referred to sections 7-467 through 7-477 of the General Statutes, 1958 Revision, pertaining to collective bargaining by municipal employees.

§ 201. Civil service commission created; composition; appointment; term, etc.

§ 202. Compensation of commission members; removal.

§ 203. Department of personnel, director of personnel.

§ 204. Classified and unclassified service.

§ 205. Duties of commission; rules and regulations to be adopted.

§ 206. Duties of director of personnel.

§ 207. Discrimination and ethical conduct.

§ 208. Political activity.

§ 209. Penalty for violations.

§ 210. Financial support from city.

§ 211. Tenure.

§ 212. Inconsistent provisions amended.

§ 213. Separability.

§ 214. Effective date of chapter.

Sec. 201. Civil service commission created; composition; appointment; term; etc.

There shall be in the City of Waterbury a civil service commission consisting of five electors of said city to serve, one for five years, one for four years, one for three years, one for two years, and one for one year, appointed by the mayor, subject to the confirmation by a two-thirds vote of the board of aldermen, not later than thirty days after passage. Each year thereafter, the mayor shall appoint, subject to confirmation by a two-thirds vote of the board of aldermen, one elector of said city as the successor of the member whose term shall expire to serve for five years. Any vacancy on said commission shall be filled by the mayor, subject to the confirmation by a two-thirds vote of the board of aldermen, for the unexpired portion of the term. All appointments to fill vacancies shall be made within thirty days. No member shall hold or be a candidate for any public office or shall any member be a member of or hold any office in any local, state, or national committee of a political party, or be member of or an officer of any political club. The commission shall annually elect one of its members to be chairman and may elect such other officers as it may from time to time determine. No member of the commission shall be permitted to apply for an examination for a position in the classified service of the City of Waterbury. (Ref. 11-6-62; Ref. 11-8-66; Ref. 11-4-69, No. 3)

Amendments. The 1969 amendment, effective January 1, 1970, added the last sentence.

Sec. 202. Compensation of commission members; removal.

The members of said commission shall serve without compensation. The mayor may remove a commissioner only for misfeasance, nonfeasance, or partisan activity upon notice in writing of the reason for such removal and an opportunity to be heard in his own defense before the board of

aldermen; and such removal shall then be effective only upon a vote of two-thirds of the board of aldermen. (Ref. 11-6-62; Ref. 11-8-66)

Sec. 203. Department of personnel, director of personnel.

(a) Civil service in the City of Waterbury shall be administered through a department of personnel, and the head of which shall be a properly qualified person appointed under the rule of three and referred to as the director of personnel. Said director of personnel shall become a member of the classified service, except for the removal provisions specified herein; which removal provisions and right of appeal shall apply to the director of personnel for the three year term of his employment contract as entered into under provisions of Section 205A of this chapter. The salary of the director of personnel shall be fixed by the civil service commission, subject to the approval of the board of finance. The director of personnel may be removed only for misfeasance, nonfeasance, or partisan activity upon notice in writing of the reason for such removal and an opportunity to be heard in his own defense before the civil service commission, and upon a majority vote of the full commission. A director of personnel so removed may appeal the decision of the civil service commission to the board of aldermen. The board of aldermen may reverse such decision of the civil service commission provided at least ten aldermen vote in favor of said reversal. The director of personnel shall direct and supervise the administrative work of the commission, and shall perform such other functions as may be required of him by the commission. (Ref. 11-6-62; Ref. 11-8-66; Ref. 11-7-72, No. 3; Ref. 11-3-87, No. 9; Ref. 11-7-89, No. 6)

Amendments. The 1972 amendment, effective January 1, 1973, added language to the first sentence as to the appointment of the director of personnel. The 1989 amendment clarified language in the first sentence pertaining to the appointment of the director of personnel.

Sec. 204. Classified and unclassified service.

The employees of the City of Waterbury shall be divided into the unclassified service and the classified service. The unclassified service shall include: (a) all elective officials and persons appointed to fill vacancies in elective offices; (b) members of all elected or appointed boards and commissions; (c) the corporation counsel; (d) each executive secretary to the mayor; (e) all other members of the staff employed at any time in the mayor's office; (f) the budget director and (g) teacher positions. Any promotion from a teaching position to an administrative position shall be made under the provision of this Charter Amendment. For the purposes of this Charter Amendment, administrative positions shall include: Superintendent of schools, assistant superintendent of schools, director of special services, assistant to the superintendent, supervisors, principals, vice-principals, teaching-principals, and teaching vice-principals. The positions listed herein are examples of intent and shall not be considered as all-inclusive Any other position in the educational system which requires more than fifty per cent of the incumbent's time to be devoted to administrative duties shall be included in the classified service. If a question arises relative to the amount of time devoted in an administrative position, the question shall be referred to a committee of three for a decision. The board of education and the civil service commission shall each designate one of their members to serve on such committee and these two persons together with the mayor shall comprise said committee. The decision of the committee shall be final. The classified service shall include all other positions now existing or hereafter created, and shall be divided into (a) competitive division, and (b) noncompetitive divisions. The noncompetitive division shall include: (a) unskilled manual labor; and (b) positions or classes or positions for which the civil service commission, by unanimous vote of all of its members, decides that it is not practicable to determine the relative merit and fitness of applicants by competitive examination. The competitive division shall include all other offices or positions of the classified service. The civil service

commission shall designate the position or class of positions which shall be placed in the noncompetitive division, and thereafter no position or class of positions shall be placed in the noncompetitive division until after a unanimous vote of approval by the civil service commission and ten votes of the board of aldermen. The civil service commission may, at any time, by a majority vote, change a position or class of positions from the noncompetitive to the competitive division. (Ref. 11-6-62; Ref. 11-8-66; Ref. 11-7-72, No. 1.)

Amendments. The 1972 amendment, effective January 1, 1974, added the budget director to the listing of the unclassified service.

Sec. 205. Duties of commission; rules and regulations to be adopted.

The members of the civil service commission shall hold meetings at least once a month and more often as may be required for the proper discharge of their duties. Said commission shall adopt rules and regulations. Rules and regulations which have been approved by the commission and are in effect at the time of the passage of these amendments shall remain in effect unless disapproved by the board of aldermen with at least ten aldermen voting for such disapproval on or before June 1, 1967. Thereafter any additions, modifications or changes in said rules and regulations shall, upon approval by the civil service commission, be in effect unless disapproved by the board of aldermen with at least ten aldermen voting for such disapproval within sixty days from the date received by the board of aldermen. These rules and regulations shall provide for:

(a) the preparation, maintenance and revision of a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for and the same schedule of pay may be equitably applied to all positions in the same class,

(b) a compensation plan for all employees in the classified service not covered by a collective bargaining agreement.¹ Each classified employee not covered by a collective bargaining agreement shall be paid at one of the rates set forth in the compensation plan for the class of position in which he is employed, provided that the compensation plan in force at the end of each year shall remain in effect until amended in accordance with provisions of this section,

1. See the editor's note at the beginning of this chapter.

(c) open competitive examinations to test the relative fitness of applicants for appointment to the respective positions in the competitive division. Such examinations shall be announced publicly at least fifteen days in advance,

(d) promotions which shall give appropriate consideration to the applicants' records of performance, examination grade, and seniority, provided the applicant meets the minimum qualifications as established. Vacancies shall be filled by promotion whenever possible, and promotions shall be on a competitive basis whenever possible except where the director of personnel, with the approval of the civil service commission and the appointing authority, finds the competition impracticable,

(e) the establishment of eligible lists for appointment and promotion, upon which list shall be placed the names of successful candidates in the order of the relative excellence based upon qualifications, record of performance, seniority and examination grades. Such lists shall continue in force for two years from the date of their establishment or until exhausted or replaced by more recently prepared lists. All such lists shall be available for public inspection,

(f) the rejection of candidates, or eligibles who fail to comply with reasonable requirements in regard to such factors as physical condition, training and experience, or who have attempted any deception or fraud in connection with an examination,

(g) for the certification of the person standing highest on the appropriate eligible list to fill a vacancy, except that when a vacancy exists for any position hereinafter enumerated, the rules and regulations shall provide that the director of personnel shall file an alphabetical listing of the names of three highest persons on the appropriate eligible list without disclosing to anyone the order in which the three persons qualified on the appropriate eligible list.

The director of personnel shall file such alphabetical listing with the person or body vested with the power to fill the vacant position, pursuant to the charter of the City of Waterbury.

The person or body with the power to fill such vacancy shall appoint any one of the three individuals on the alphabetical listing.

If such appointee shall refuse to accept said appointment, or if within one year of the date of such appointment, said position for any reason shall become vacant, then the vacancy shall be filled from the remaining two names on said alphabetical listing without further recourse to the director of personnel:

Financial positions

- (1) Director of audit
- (2) Accountant-in-charge
- (3) Director of purchasing
- (4) Assessor

Educational positions

- (1) Superintendent of schools
- (2) Inspector of school buildings
- (3) Library director

Health and welfare positions

- (1) Director of health
- (2) Public nursing director
- (3) Director of public assistance

Public works positions

- (1) Superintendent of bureau of streets
- (2) Superintendent of water works
- (3) Superintendent of waste disposal and bureau of refuse
- (4) Superintendent of city hall bureau
- (5) Director of parks and recreation

Engineering, planning and inspection positions

- (1) City engineer
- (2) City planner
- (3) Building inspector
- (4) Electrical inspector
- (5) Heating inspector

Public safety positions

- (1) Superintendent of police

(2) Chief engineer of the fire department

Personnel positions

(1) Director of personnel

(h) a period of probation not to exceed six months before an appointment may be made permanent, and during which period a probationer may with the consent of the director of personnel be discharged, reduced in class or rank, or be replaced on the eligible list. In the case of a promotion the probationary period shall not exceed three months, in which period of time the probationer may be reduced, with the consent of the director of personnel, to the position he held prior to the promotion,

(i) provisional and emergency appointments without examination, and temporary appointments. Provisional appointments may be made only with the concurrence of the director of personnel and in the absence of an appropriate eligible list and shall continue only until an appropriate eligible list can be established and certification made therefrom, but in no event for more than ninety days in any twelve-month period, except during the first year after the effective date of the Charter Amendment in order to avoid stoppage of the orderly conduct of the business of the city. Emergency appointments may be made only in case of an unforeseen emergency to prevent serious impairment of the public business and shall continue only during the period of the emergency and in no event longer than thirty days. Temporary appointments may be made with or without examination to positions that will not continue longer than six months in any twelve month period,

(j) the appointment of unskilled laborers after such qualifying tests of fitness as the director of personnel may prescribe,

(k) transfer from one position to a similar position in the same class and level of responsibility, and for reinstatement of persons who resign in good standing or who are laid off from their positions without fault or delinquency on their part,

(l) the establishment of a system for determining and reviewing, and the keeping of records of annual efficiency ratings of performance of all employees in the civil service system, which efficiency ratings shall be a consideration in determining salary increases and decreases provided in the pay plan, as a factor in promotion tests, and as a factor in demotions, discharges and transfers,

(m) lay-offs by reason of lack of funds or work, or abolition of a position, or material change in duties or organization, and for reinstatement of employees laid off or who resigned or were granted leaves of absence for any reason, including service in the Armed Forces of the United States shall be based on seniority, provided that the employees retained shall have the ability and be able to perform the duties of the position,

(n) suspension from the service for not longer than fifteen days,

(o) discharge or reduction in rank or grade after appointment or promotion is completed only after the person to be discharged or reduced has been presented with the reasons for such discharge or reduction specifically stated, and has been allowed a reasonable time to reply thereto in writing. The reasons and the reply shall be filed with the director of personnel. The person to be discharged or reduced shall have the right of a hearing, not precluding representation by any individual or organization of his own choosing, before the civil service commission. The decision of the majority of the members of the civil service commission shall be final,

(p) hours of work, holiday, attendance regulations, and special leaves of absence in the various classes or positions in the civil service system,

(q) a system permitting employees appropriate annual vacation and sick leave,

(r) the development and operation of programs to improve the work effectiveness and morale of employees of the city, including safety, health, welfare, recreation, training and education,

(s) labor relations, including grievances and hearings thereon as to: (1) suspensions, demotions, dismissals and other forms of disciplinary action, excluding nondisciplinary action taken for administrative reasons; (2) claimed violations, misinterpretations or misapplications of applicable rules and regulations,

(t) submission from time to time to the board of aldermen of amendments made to the rules and regulations,

(u) preference of five points for American veterans and ten points for disabled American veterans and, five points for individuals domiciled within the City of Waterbury on all entry level civil service examinations.

(v) the establishment of the method of grading examinations. Whenever practicable such method shall be made available to candidates before examinations are given.

(w) A delineation of the delegation of authority from the civil service commission to the personnel director; provided, however, that subsection shall not preclude any delegation of authority which is implicitly granted under the Charter or for which express delineation is impracticable. (Ref. 11-662; Ref. 11-8-66; Ref. 11-4-69, No. 3; Ref. 11-7-72, No. 3; Ref. 11-3-81; Ref. 11-7-89, No. 7; Ref. 11-3-92, No. 7)

Amendments—The 1969 amendment, effective January 1, 1970, provided that vacancies shall be filled by promotions, which shall be competitive whenever possible.

The 1972 amendment, effective January 1, 1973, added the enumeration of positions in paragraph (g).

Referendum of Nov. 3, 1981, provided for the addition of subsection (w) as herein set forth.

Referendum of Nov. 7, 1989 (No. 7), amended subsection (g) to add provisions for where to file alphabetical listing and for filling vacancy using such listing.

Referendum of Nov. 3, 1992 (No. 7), amended subsection (u) to add five points for residents of Waterbury.

Sec. 205A. Appointments of department heads.

(a) The mayor shall appoint, by three year contract, a “department head,” “bureau chief,” or “management employee” from the alphabetical listing of the three highest ranking candidates of the civil service exam submitted to him by the director of personnel. The positions within the scope and application of this section shall be specifically set forth in subsection (b) of this section. Three (3) months prior to the expiration of the contract, the civil service commission shall notify the “department head,” “bureau chief,” or “management employee” whether the contract will be renewed. (The civil service commission shall have the power to renew such contracts for succeeding three-year periods, upon the satisfactory performance of all duties and obligations of the person under contract, without further recourse to the department of personnel or its director). If the contract is not so extended, or if a vacancy exists for any reason, civil service procedures shall be followed in designating a replacement. The “department head,” (other than the director of personnel, whose removal and appeal rights are specified within Section 203 of this charter), “bureau chief,” or “management employee” shall hold their office and membership in said department, bureau, or division of city government in their present grade, unless promoted, demoted, or dismissed for cause by recommendation of the civil service commission and the ethics board reporting to the board of aldermen which shall act on a two-thirds ($\frac{2}{3}$) vote of rejection of such recommendation, provided, when any “department head,” “bureau chief,” or “management employee” shall be dismissed, he shall have the right of appeal to the Superior Court for the Judicial District of Waterbury, within thirty (30) days after notice of said action.

(b) As used in this section, the following terms shall have the following meanings:

“Department head” means (1) the director of personnel, (2) the building official (also referred to as the building inspector), (3) the accountant-in-charge of general accounting services, (4) the director of purchases. “Department head” as used in this section, shall not mean: (1) the director of the budget, and (2) the corporation counsel.

“Bureau chief” means: (1) the city engineer, (2) the electrical inspector, (3) the heating inspector, (4) the director of audit, (5) the inspector of school buildings, (6) the superintendent of bureau of streets, (7) the superintendent of water works, (8) the superintendent of waste disposal and bureau of refuse, (9) the superintendent of city hall bureau.

“Management employee” means: (1) the assessor, (2) the superintendent of schools, (3) the library director, (4) the director of health, (5) the public nursing director, (6) the director of public assistance, (7) the director of parks and recreation, (8) the city planner, (9) the superintendent of police, and (10) the chief engineer of the fire department.

(Ref. 11-6-79; Ref. 11-3-87, No. 9; Ref. 11-7-89, No. 5)

Amendment—The 1979 amendment provides for department heads to be appointed by the mayor, by a three-year contract, with provisions for review and extension or termination by civil service commission.

Note—The 1979 amendment does not provide a definition for “department head.” Further, said amendment did not specifically amend this code; hence, inclusion as section 205A was at the discretion of the editor.

The 1989 amendment adds “bureau chief,” or “management employee.”

Sec. 206. Duties of director of personnel.

The director of personnel shall: (a) attend the regular and special meetings of the civil service commission, (b) designate an employee of the personnel department to act as secretary of the commission who shall keep the records of all business and official actions of the commission, which records shall be open to public inspection during the normal business hours of the personnel department, (c) appoint, supervise and direct the work of the employees of the personnel department, (d) establish and maintain in card or other suitable form a roster of officers and employees in the service of the city, (e) prepare and maintain an up-to-date record of the authority, duties and responsibilities of each position in the classified service, provided the classification of positions hitherto adopted by the board of finance and in force at the effective date of the Charter Amendment, shall remain in effect until altered in accordance with the provisions of this amendment and recommend changes in the classification plan from time to time which shall become effective when approved by the commission, (f) provide for the formulating and holding of competitive tests under his supervision to determine the relative qualifications of persons who seek employment in or promotion to any class of position and as a result thereof establish eligibility lists for the various classes and positions, (g) upon written request, certify the name of the person highest on the eligibility list to the appointing authority, (h) establish records of performance and a system of service ratings to be used in determining increases and decreases in salaries, in promotions, reemployment, and for other purposes, (i) keep such records as may be necessary for the proper administration of this Charter Amendment, (j) consult with department heads and recommend to the commission as soon as is practicable in any year a compensation plan including a proposed schedule of compensation for all classes of positions in the classified service, not covered by a collective bargaining agreement², which plan shall be a realistic plan based upon all relevant factors including experience in filling various positions, rate of pay and comparable service in commercial and industrial establishments, and in other public employment, equitable pay differentials between positions, prevailing market, rates, costs, and standards of living, and the city’s policies, finances and needs. A compensation plan approved by the civil service commission shall not be modified or changed without the approval of such commission, except that the board of

finance shall have the right to change or modify the total dollar amount of such compensation plan. The civil service commission shall then adjust such compensation plan to reflect the amount allocated. When approved by the commission, the board of finance and by the board of aldermen, such plan shall constitute the city's compensation schedule for classes of positions in the classified service for the ensuing fiscal year and thereafter until a new compensation plan shall be adopted in the manner prescribed. A compensation plan approved by the civil service commission shall not be modified or changed without the approval of such commission, (k) sign all pay cards and provide a system for checking payrolls, estimates and accounts for payment of salaries to employees of the classified service, as set up by individual departments and paid through the comptroller's office, to establish the fact that the persons whose names appear thereon have been regularly employed in the performance of the duties indicated at the compensation rates, and for the period for which compensation is claimed, before payment be lawfully made to such employees, (l) make investigations as the need arises concerning the administration and effect of this Charter Amendment and the rules made thereunder and report his findings and recommendations to the civil service commission, and (m) make an annual report to the civil service commission, the board of aldermen and the mayor. (Ref. 11-6-62; Ref. 11-8-66; Ref. 11-4-69, No. 3.)

Amendments. The 1969 amendment, effective January 1, 1970, deleted the previous requirement in subsection (j) that the personnel director recommend a compensation plan by August 15.

2. See the editor's note at the beginning of this chapter.

Sec. 207. Discrimination and ethical conduct.

No person in the classified service of the city or seeking admission thereto shall be appointed, promoted, reduced, removed or in any way favored or discriminated against because of his or her race, his or her national origin or his or her religious beliefs or his or her opinions or affiliations except such as may advocate the overthrow of the government by force. No person shall willfully or corruptly make any false statement, certification, mark, rating or report in regard to any test, certification, promotion, reduction, removal or appointment held or made under the provisions of this Charter Amendment, or in any manner commit or attempt to commit any fraud preventing the impartial execution thereof or of the rules and regulations made in accordance therewith. No person shall either directly or indirectly pay, render or give any money, service or other valuable thing to any person for or on account of, or in connection with any test, appointment, promotion, reduction or removal in which he or she is concerned. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 208. Political activity.

No officer or employee in the classified service of the city shall continue in such position while a candidate for election to any public office. No person holding an office or position in the classified service under the provisions of this Charter Amendment shall seek or accept election, nomination or appointment as an officer of a political club or organization or take an active part in a political campaign or serve as a member of a committee of any such club or organization or circulate or seek signatures to any petition provided for by any primary or election law or act as a worker at the polls, or distribute badges, colors or indicia favoring or opposing a candidate for election or nomination to a public office, whether federal, state, county or municipal. No officer or members of a committee of any political party or club and no officer or employee of the city shall from any person in the classified service, directly or indirectly demand, solicit, collect or receive, or be in any manner concerned in any assessment, subscription or contribution, whether voluntary or involuntary intended for any political purpose whatever. For the purposes of this Charter

Amendment, the words, primary election laws or political purposes shall mean the election of candidates to a primary party or a general or special election. It shall not be interpreted to deny employees the right to participate in referendums pertaining to specific questions. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 209. Penalty for violations.

Any person who shall willfully or through culpable negligence, violate any of the provisions of this Charter Amendment or of the rules of the commission shall be fined not less than fifty dollars nor more than five hundred dollars or be imprisoned not more than six months or be both fined and imprisoned. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 210. Financial support from city.

The financial authorities of the City of Waterbury shall provide necessary funds to carry out the purpose of this Charter Amendment, and shall provide the personnel director and his department with adequate office space, equipment and facilities. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 211. Tenure.

All persons holding permanent positions in the service of the City of Waterbury, at the effective date of this Charter Amendment, whose positions are included in the classified service by terms of this Charter Amendment, shall immediately become members of the classified service and retain their positions subject to the provisions of this Charter Amendment. The supernumeraries employed by the police department and the callmen employed by the fire department at the effective date of this Charter Amendment shall continue to enjoy priority in appointments as regular members of their respective department without competitive examination, provided they satisfy such minimum qualifications as were in effect for membership in such departments at the effective date of this Charter Amendment. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 212. Inconsistent provisions amended.

Provisions of the Charter of the City of Waterbury, or provisions of any ordinance of the City of Waterbury inconsistent with or contrary to this Charter Amendment are hereby amended. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 213. Separability.

The adjudging of any portion of this Charter Amendment to be invalid shall not affect the validity of any other portion thereof. (Ref. 11-6-62; Ref. 11-8-66.)

Sec. 214. Effective date of chapter.

This Charter Amendment shall take effect upon passage to the extent that it modifies the previous amendment. All sections or provisions not amended herein shall continue in force from their original effective date. (Ref. 11-6-62; Ref. 11-8-66.)

Note. This chapter was enacted on November 6, 1962, as a result of a referendum held on that date. (The referendum was staged in conjunction with the state election of that date.) The said amendment was enacted by a vote of 14,764 in favor of the adoption of the amendment, as against 13,827 opposed.

Amendments. The 1966 amendment completely rewrote and re-enacted this chapter for the following purposes: To make the director of personnel's salary subject to finance board approval; to give the director of personnel the right to appeal to the board of aldermen; to define teaching and nonteaching positions in general terms; to provide for a clear status of civil service rules and to provide a conclusive method of handling amendments and to recognize the General Statutes which have legalized collective bargaining and to amend probationary terms; to recognize seniority and enabling employees to be represented on appeals by an organization; to give definite recognition to

American veterans; to provide a method be established before examinations are given; to provide for blanket reductions in the compensation plan, with reallocation by the civil service commission; and to clarify political activity.

ADMINISTRATIVE RULES

(Adopted since August 22, 1967)

Experience Requirements for Promotional Examinations

For promotional examinations, candidates currently engaged in qualifying experience or training but lacking up to six (6) months of the required experience and training will be admitted to the examination. The Experience and Training factor will be rated as to the length of time on the basis of the experience attained on the date of closing of the examination. Candidates must meet the minimum requirements for experience or training before they can be certified for an opening. The names of candidates who have not attained the minimum required experience and training will be passed over for certification until they have attained such minimum. (Approved CSC 11/20/67, Ald 1/22/68)

Hospitalized at Time of Written Examination

Candidates who have filed to take an examination and are hospitalized at the time of the written examination, may be permitted to take the written test within two weeks of the date the examination was given. The Civil Service Office must be notified of such hospitalization on or before the date of the examination. The hospitalization must be verified. No Candidate shall be permitted to take a written examination at a later date unless he gives assurance in writing, notarized under oath, that he has not been in contact with nor heard anything about the written test which will give him an unfair advantage over any other candidate who took the written test at the prescribed time. (Approved CSC 03/22/68, Ald 5/20/68)

Positions Covered For Training Program

21	M.E.O. II
22	M.E.O. III
22	Meter Installer
23	Meter Repairman
22	Water Maintenance Man II
26	Pump Tender
21	Refuse Collection Driver
21	Crane Operator
21	Plant Equipment Operator
21	Ass't Incinerator Foreman
22	Plant Maintenance Mechanic
21	Filter Dryer Operator
22	Chief Filter Dryer Operator
22	Carpenter
22	Plumber
22	Sheet Metal Worker
22	Electrician
22	Automotive Mechanic
22	Painter I
22	Mason

If the Civil Service Office has not been able to fill openings in any of the above classifications, due to inability to find qualified people that meet the specifications, then an employee preferably one now employed by the City will be given the opportunity to train for the position. The starting rate would be one step below the beginning rate for the position unless the employee is above such minimum in which case, he would retain his present salary. After completing the training period in a satisfactory manner, the employee shall receive the minimum rate if the classification is in the non-competitive class or the next step if he is at or above the minimum for the classification. If the classification is in the competitive division, the employee shall be permitted to take the examination. Such training for each individual must be approved by the Personnel Director before the training period is initiated. (Approved CSC 2/28/69, Ald 3/3/69)

Fire and Police General Re-employment List

Any Fireman or Policeman on the General Re-Employment List must pass a physical examination before he can be approved for certification. (Approved CSC 11/24/69)